



## Director of Policy and Legislative Affairs

- Job Title: Director of Policy and Legislative Affairs Reports to: Chief of Staff

**Job Summary:** The Director of Policy and Legislative Affairs has primary responsibility for the development, management, and execution of MOVA and the Victim and Witness Assistance Board's (VWAB) state and federal policy and legislative priorities.

### Essential Functions:

- Support MOVA leadership in identifying and developing policy solutions to address the needs of crime victims and create a strategy to ensure implementation.
- Build and maintain relationships with federal, state, and municipal elected officials and policy makers.
- Communicate with policy makers/elected officials and their staff about the impact legislation, regulation, or other policy may have on crime victims and witnesses. Ensure key stakeholders are informed about the VWAB, MOVA, and the rights available to crime victims and witnesses in MGL Chapter 258B.
- Responsible for the development and implementation of MOVA's federal and state budget advocacy efforts in conjunction with MOVA's Executive Director and other senior staff.
- Identify, analyze, and track legislative, regulatory, and other policy initiatives in federal and state government that impact crime victims and witnesses.
- Communicate updates to MOVA leadership, staff, the Victim and Witness Assistance Board, and the victim services provider and survivor communities about policy issues impacting crime victims.
- Serve on and/or provide staff support for taskforces, workgroups, or other groups as directed by the Executive Director and/or the Chief of Staff.
- Responsible for drafting legislative language, reports, and other agency communications as assigned.
- Serve as a member of the agency leadership team.
- Other duties as assigned.

### Required Qualifications:

- Bachelor's degree and minimum of four years' relevant experience working in Massachusetts.
- Proven experience developing and leading policy initiatives.
- Proven experience building and maintaining professional relationships with policy stakeholders.
- Strong understanding of the Massachusetts legislative process.
- Strong written and verbal communication skills. (*Two writing samples required*)
- Ability to work effectively in a collaborative team environment.
- Strong attention to detail and overall organizational skills.
- Ability to establish and meet deadlines and effectively problem solve.
- Understanding of victim or other human services field preferred.

**How to Apply:**

Interested candidate are encouraged to send an application (resume; cover letter; and two writing samples) to:

MOVA  
1 Ashburton Place, Suite 1101  
Boston, MA 02108  
Attn: Desiree Bender  
[moval@state.ma.us](mailto:moval@state.ma.us)  
(617) 586-1341 (fax)

**Additional Information:**

Salary is commensurate with experience. This is a full-time (37.5 hours/week), exempt position based in MOVA's Boston office. Travel throughout Massachusetts required; must possess a valid driver's license.

MOVA is an equal opportunity employer. If you have diversity, affirmative action, or equal employment opportunity questions or need to request a reasonable accommodation, please contact MOVA at 617-586-1340.